

**CITY OF WINTER GARDEN
DEVELOPMENT REVIEW COMMITTEE
MINUTES
MAY 28, 2008**

The Development Review Committee (*DRC*) of the City of Winter Garden, Florida, met in session on Wednesday, May 28, 2008 in the City Hall Commission Chamber.

CALL TO ORDER

Chairman/Planning Director Ed Williams called the meeting to order at 9:00 a.m. The roll was called and a quorum was declared present.

PRESENT

Voting Members: Chairman/Planning Director Ed Williams, City Manager Mike Bollhoefer (*tie breaker*), Assistant City Manager Marshall Robertson, Public Works Director Designee Don Cochran, Utilities Director Charlie Tinch, City Engineer Art Miller, and Assistant City Engineer Mike Kelley.

Non-voting Attendees: Chief Planner Tim Wilson, City Attorney Kurt Ardaman, Assistant City Attorney Dan Langley, Building Official Harold “Skip” Lukert, and Economic Development Director Dolores Key.

Others: Executive Assistant to City Manager Andrea Vaughn, Planner Brandon Byers, Planner Regina McGruder, and Planning Technician Lorena Blankenship.

ABSENT:

Fire Marshal Tom Anderson

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held May 14, 2008.

Motion by City Engineer Miller to approve the above minutes. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

DRC BUSINESS

2. Belle Meade Commercial - Site Plan

Jonathan Martin, applicant for the project was in attendance to discuss the Development Review Committee comments.

Comments included in the May 23, 2008 memorandum from the Development Review Committee were acknowledged and addressed. Intensive discussion took place in regards to comment # 2, since the proposed commercial areas will drain into the HOA ponds (*Belle Meade residential*), this development shall provide provisions for participation in the pond maintenance by the commercial tract (s). The developer must provide recorded easement agreement or amendment to easement showing this provision has been met. Mr. Martin disagreed with City Staff condition, stating that Cambridge Homes (*developer for Belle Meade Subdivision*) purchased the residential portion of the project with the understanding that it was their responsibility to maintain the retention ponds. City Manager Bollhoefer stated that the responsibility to maintain the retention ponds will rest solely on the Belle Meade Homeowner Association if this agreement is not finalized. City Engineer Miller stated that the developer must provide a letter to the City from the Belle Meade Homeowners Association stating that they refuse to allow the commercial outparcels to participate in the maintenance of the retention ponds.

Emphasis was placed in regards to comment # 17, the storm tabulations do not represent how this system will outfall to Pond 1. The stormsewer system on Outparcel 1 does not exist. The developer needs to model the stormsewer discharging to Pond 1 via the existing 24" pipe on Belle Meade Drive or show the construction of the outfall through Parcel 1, with the necessary easement. The developer needs to submit revise storm tabulations for review.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan addressing all City Staff comments (see attached) for another full DRC review cycle. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

3. Winter Garden Village at Fowler Groves – Lot Split

Dave Davis and Kevin Larrimore, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the May 28, 2008 memorandum from the Engineering Department were acknowledged and addressed.

Comments included in the May 16, 2008 memorandum from the City Attorney were acknowledged and addressed. Discussion took place in regards to comment # 1, the “after condition” portion of the Specific Purpose Survey must reflect all easements, improvements, dimensions and other items as depicted on the “before condition” portion of the Specific Purpose Survey.

Motion by City Engineer Miller to approve the Lot Split as shown and place the item on the next available Planning and Zoning Board meeting with DRC and City Staff conditions (see attached). Seconded by Assistant City Engineer Kelley, the motion carried unanimously 6-0.

4. Dillard Commons - Pre-Plat

Chris Abbot, applicant for the project was in attendance to discuss the Development Review Committee comments.

Comments included in the March 26, 2008 memorandum from the Engineering Department were acknowledged and addressed. Discussion took place in regards to comment # 2, plan review comment, a 6” PVC Sanitary lateral and 2” water main have been stubbed out to the wet detention pond. The developer must explain the use of these lines, and water main will require a meter and valve. The utilities are for a future phase café that is proposed to be built over the pond. The café will be addressed in the CCR’s and is not a part of the current review/approval. Discussion took place in regards to comment # 3, the plan proposes to consolidate the existing Church of God stormwater pond with the project’s stormwater pond; recorded easement is acknowledged with maintenance responsibility on the Grantee (this project). Provision for emergency maintenance by City with reimbursement by owner(s) shall be provided on preliminary and final plat (as shown). Emphasis was placed in regards to comment # 6, pursuant to the site plan approval, the proposed 10’ wide drainage and utilities easement along the south property line shall be recorded or shown on the final recorded plat, prior to issuance of the Certificate of Completion or Certificate of Occupancy.

Comments included in the March 28, 2008 memorandum from the Assistant City Engineer were acknowledged and addressed.

Comments included in the February 26, 2008 e-mail from the Fire Department were acknowledged.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan addressing all City Staff comments (see attached) for another full DRC review cycle. Seconded by Utilities Director Tinch, the motion carried unanimously 6-0.

5. Oakland Park Phase 1B-1 - Final Plat

Dave Kelly, Scott Grossmand, Juli James, and Mathew Bullion, applicants for the project were in attendance to discuss the Development Review Committee comments.

Comments included in the February 27, 2008 memorandum from the Engineering Department were acknowledged and addressed. Discussion took place in regards to comments # 4 & 5, deeds and easements required for this phase. Discussion took place in regards to comment # 9, 10' utility easements shall be provided on both sides of the public right-of-way pursuant to City Code. City Engineer Miller asked the developers to provide the City with an overall plan showing the set-backs.

Comments included in the February 28, 2008 memorandum from the Assistant City Engineer were acknowledged and addressed.

Comments included in the February 08, 2008 memorandum from the City Attorney were acknowledged and addressed.

Comments included in the February 27, 2008 letter from the City Surveyor were acknowledged.

Motion by City Engineer Miller to have the applicant revise and resubmit the Site Plan addressing all City Staff comments (see attached) for another full DRC review cycle. Seconded by Assistant City Engineer Kelley, the motion carried unanimously 6-0.

ADJOURNMENT

There being no more business to discuss, the meeting was adjourned at 10:23 a.m.

APPROVED:

ATTEST:

Chairman Edward Williams

Planning Technician Lorena Blankenship